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Template Number: 04A
May 2004

IG/CA INVENTORY CODING TEMPLATE “CLERICAL” Civilian Only

Function Code: Various

The U.S. Office of Personnel Management (OPM) has reduced the multiple white-collar occupations into five major occupational categories (i.e., Professional, Administrative, Technical, Clerical, and Other - referred to collectively as the **PATCO** Categories). The definitions of these categories are based on the subject matter of work, the level of difficulty or responsibility involved, and the educational requirements of each occupation.

Clerical occupations are those (as defined in the OPM Operating Manual - *The Guide to Personnel Data Standards*,) “that involve structured work in support of office, business, or fiscal operations; performed in accordance with established policies, or techniques; and requiring training, experience, or working knowledge related to the tasks to be performed.”

Applicable Manpower Type:

	Officer	Enlisted	Civilian
Designator/ Rate/ OCC Ser	N/A	N/A	Attached Table
Primary NOBC/ NEC	N/A	N/A	N/A
Secondary NOBC/ NEC	N/A	N/A	N/A

Applicable Activity Type (first four digit of 10 digit activity code): N/A

Appropriate Manpower Mix Criteria Code: **R**.

Application: Mandatory ____ Exceptions w/justification ____ Guide **X**

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OCC Series	Name	GS Paygrade or Equivalent
0072	Fingerprint Identification	GS-1 to GS-6
0086	Security Clerical and Assistance	All GS's
0134	Intelligence Aid and Clerk	All GS's
0203	Human Resources Assistance	GS-1 to GS-5
0204	Military Personnel Clerical and Technician	GS-1 to GS-6
0302	Messenger	All GS's
0303	Miscellaneous Clerk and Assistant	GS-1 to GS-5
0304	Information Receptionist	All GS's
0305	Mail and File	All GS's
0309	Correspondence Clerk	All GS's
0312	Clerk-Stenographer and Reporter	All GS's
0313	Work Unit Supervising	All GS's
0318	Secretary	All GS's
0319	Closed Microphone Reporter	All GS's
0322	Clerk-Typist	All GS's
0326	Office Automation Clerical and Assistance	GS-1 to GS-4
0335	Computer Clerk and Assistant	GS-1 to GS-4
0344	Management and Program Clerical and Assistance	GS-1 to GS-5
0350	Equipment Operator	All GS's
0351	Printing Clerical	All GS's
0356	Data Transcriber	All GS's
0357	Coding	All GS's
0382	Telephone Operating	All GS's
0394	Communications Clerical	All GS's
0503	Financial Clerical and Assistance	GS-1 to GS-5
0525	Accounting Technician	GS-1 to GS-3
0530	Cash Processing	All GS's
0540	Voucher Examining	All GS's
0544	Civilian Pay	GS-1 to GS-4
0545	Military Pay	GS-1 to GS-4
0561	Budget Clerical and Assistance	GS-1 to GS-5
0592	Tax Examining	GS-1 to GS-5
0679	Medical Support Assistance	All GS's
0986	Legal Assistance	GS-1 to GS-6
0998	Claims Assistance and Examining	GS-1 to GS-4
1001	General Arts and Information	GS-1 to GS-6
1021	Office Drafting	All GS's
1046	Language Clerical	All GS's
1087	Editorial Assistance	GS-1 to GS-5
1101	General Business and Industry	GS-1 to GS-5
1106	Procurement Clerical and Technician	GS-1 to GS-5
1107	Property Disposal Clerical and Technician	GS-1 to GS-5

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OCC Series	Name	GS Paygrade or Equivalent
1421	Archives Technician	GS-1 to GS-6
1531	Statistical Assistant	GS-1 to GS-6
1802	Compliance Inspection and Support	GS-1 to GS-5
1897	Customs Aid	GS-1 to GS-6
2001	General Supply	GS-1 to GS-6
2005	Supply Clerical and Technician	GS-1 to GS-4
2091	Sales Store Clerical	All GS's
2102	Transportation Clerk and Assistant	GS-1 to GS-4
2131	Freight Rate	GS-1 to GS-6
2151	Dispatching	All GS's